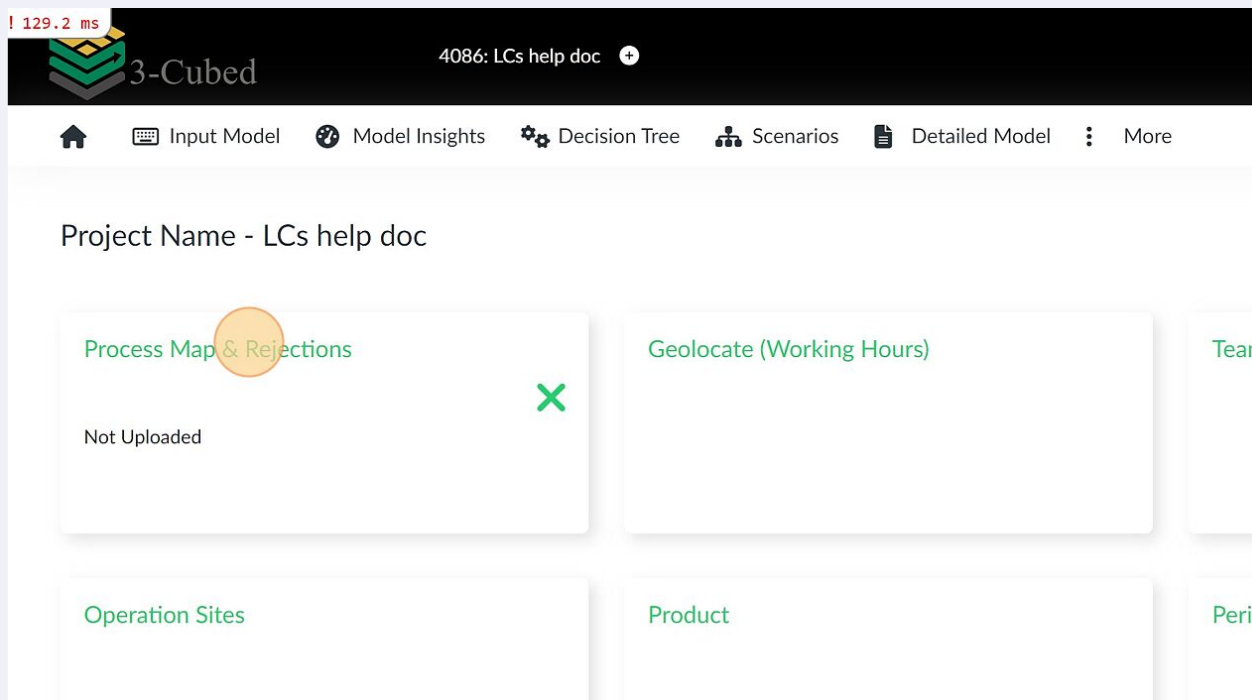
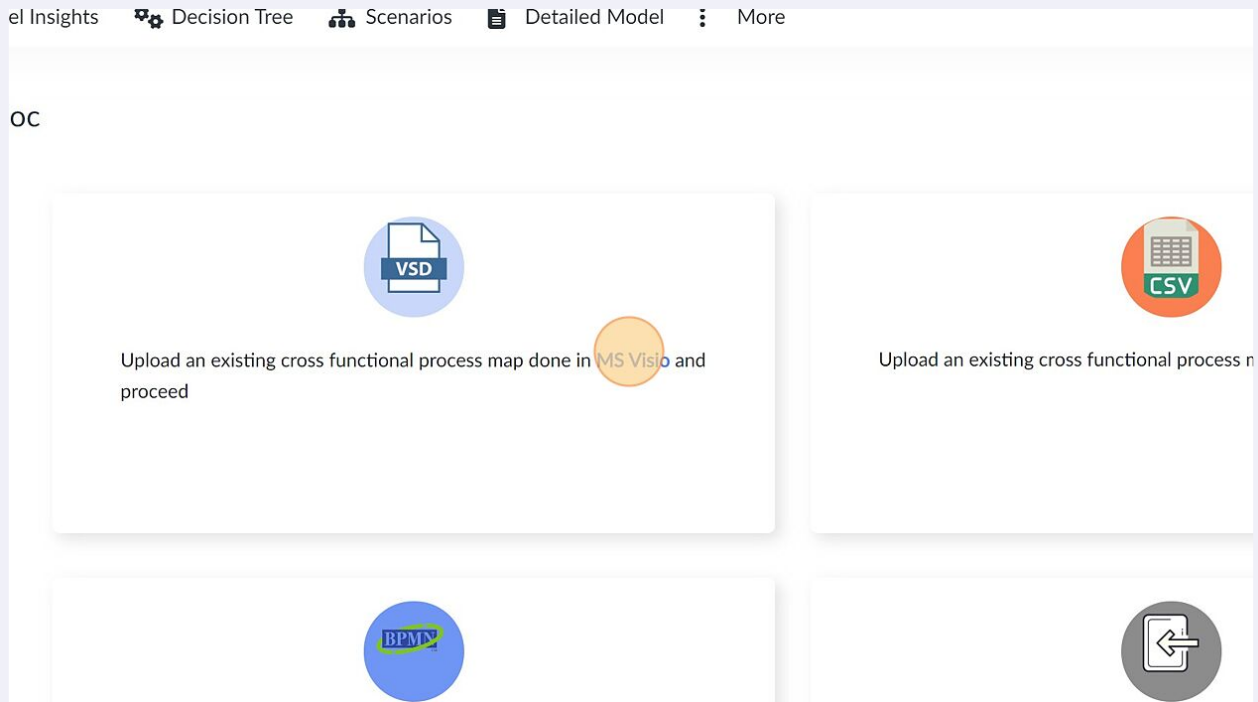


How to Upload and Edit a Scribe³ Process Map

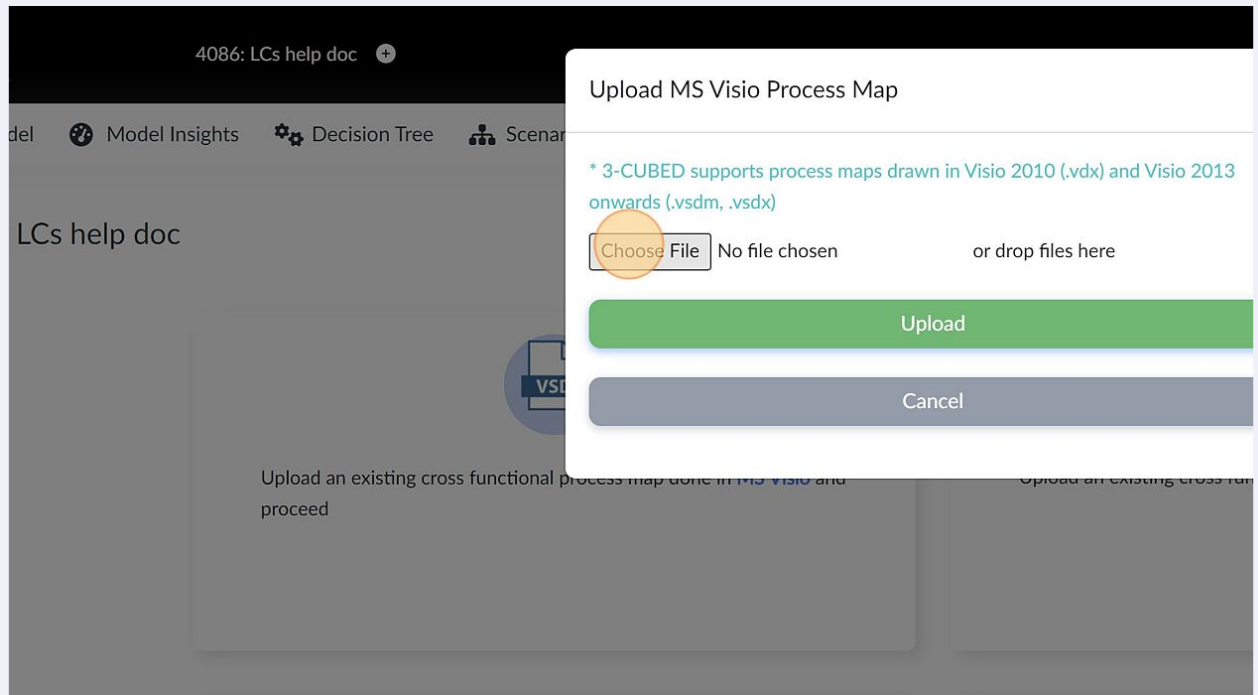
1 Click "Process Map & Rejections"



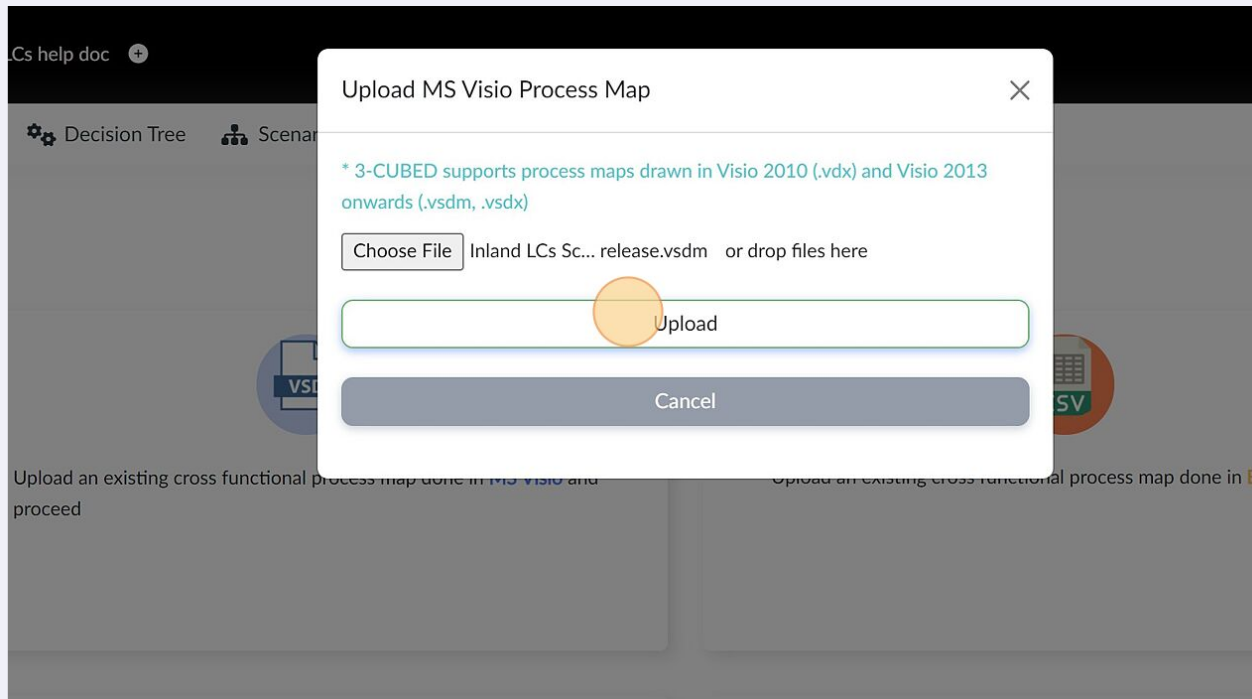
2 To upload process map in Visio format, Click "MS Visio"



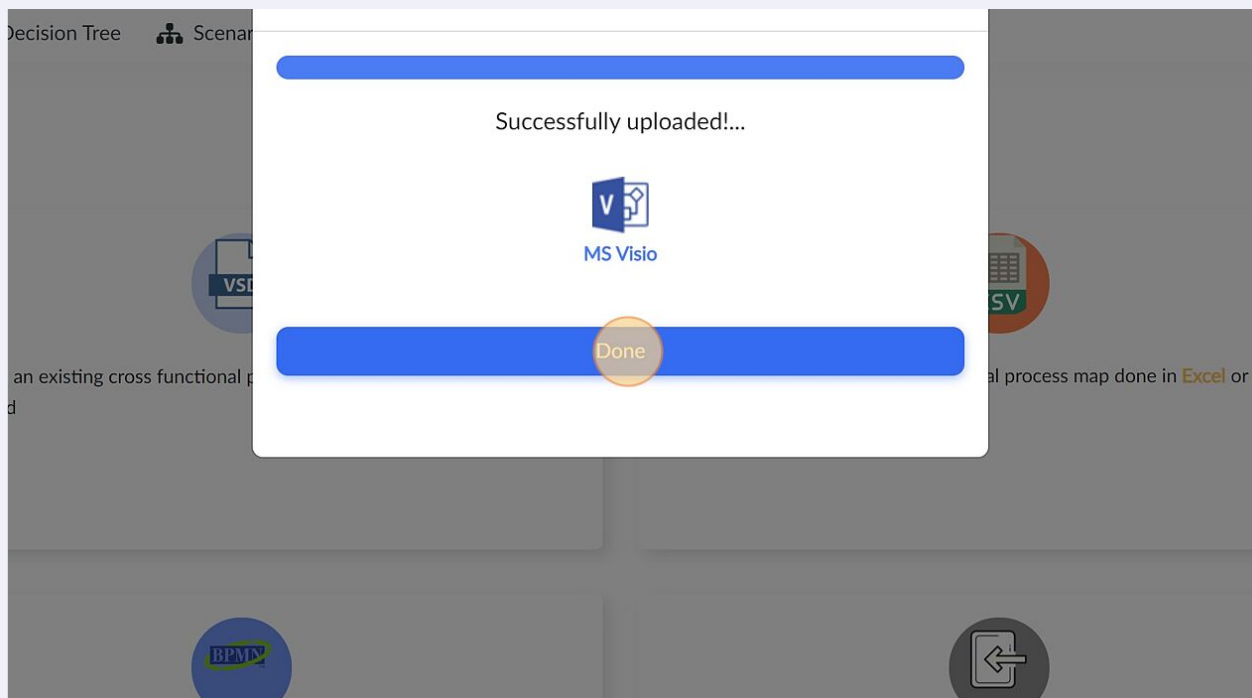
3 Choose the file from your system.



4 Click "Upload"



5 Once successfully uploaded, click "Done"



6

There may be some errors in the process map, Review all the error types from list on the left of the screen. click on activity name to let 3-Cubed direct you to the activity where the error is present.

The screenshot shows the 3-Cubed web application interface. At the top, there's a navigation bar with icons for Home, Input Model, Model Insights, Decision Tree, Scenarios, Detailed Model, and More. The main header reads "LCs help doc - Process Map" and "We found errors in your process map. please check". Below this, there's an "Expand Map" toggle and a section titled "Errors - (6)". Two error messages are visible:

- Start Activity Shape Type should be Start Shape- (1)**: A table with "Page Name" (Process Flow-1) and "Activity Name" (Sends Information).
- End Activity Shape Type should be End Shape- (1)**: A table with "Page Name" (Process Flow-1) and "Activity Name" (Approach customer fo...).

To the right, the "Process Map" is displayed. It features a swimlane for "Customer" with a light green background. The process starts with a "START: Inland LCs" oval, followed by a "Submits documents" rectangle, then a blue downward-pointing arrow labeled "TIMR313". This leads to a diamond-shaped decision node labeled "Online Application", which has a circular "DTFC" node connected to it. The process then continues to a "Sends Information" rectangle. A yellow swimlane is visible at the bottom of the diagram.

7

The process map can also be edited in 3-Cubed using the tools available

This screenshot is identical to the one above, showing the same error messages and process map. However, an orange circle highlights the editing toolbar in the top-left corner of the process map window. The toolbar includes icons for pan, zoom, and other editing functions.

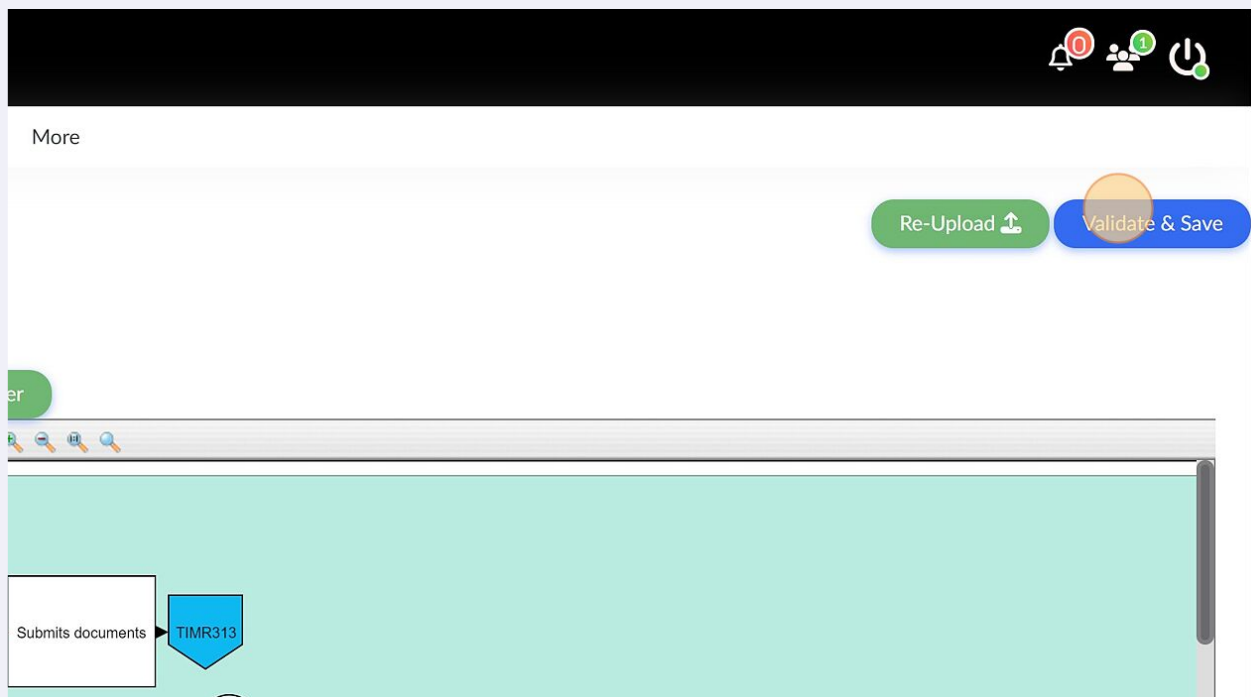
8

If you'd like to correct the errors in Visio and reupload process map instead of correcting in 3-Cubed, click "Re-Upload," select the corrected Visio file, upload it, and follow steps 1 to 5.



9

Once all the errors have been rectified, click "Validate & Save" (please note that you may not be directed to errors screen after reuploading corrected process map if all the previous errors have been rectified)



10

If there are no errors, you'll be redirected to the Process Map and Rejections page where you can view the observations and select Undesired Outcomes.

The screenshot shows a process map interface. At the top right, there are 'Zoom In' and 'Zoom Out' buttons. The main area contains a swimlane diagram with several swimlanes. The top swimlane includes 'Submits documents' and 'Online Application'. The second swimlane includes 'Maker timestamps date and time on first page of', 'Date and time of receipt of LC application is', 'Upon receipt of final information, enters time in', and 'Approach customer for information/documents'. The third swimlane includes 'Maker Conducts Preliminary check using', 'Application - Any Gaps Exist?', 'Maker indicates no gaps in system and', 'Completes check list in system', and 'Maker submits application to Curing Team'. A 'Send Information' activity is also present. To the right, there is a 'Rejection Outcome' table with two rows: 'END: Inland LCs' and 'END: Rejected to Branch'. Below that is an 'Edit Process Map' section with instructions.

Rejection Outcome	
End Activity	
RM communicates rejection to custo	
END: Inland LCs	
END: Rejected to Branch	

Edit Process Map

Instructions to Edit Process Map

1. Click on to edit process map
2. Drag and drop shapes to create a
3. To add Teams drag and drop swiml
4. Double click on team name to ec
5. Click on activity to edit its name

11

To make any further changes, click on the edit icon

The screenshot shows the 'Edit Process Map' interface. On the left, a zoomed-in view of a swimlane shows two activities: 'Completes check list in system' and 'Maker submits application to Curing Team'. On the right, there is a 'Rejection Outcome' table with two rows, each with a toggle switch. Below the table is the 'Edit Process Map' section with instructions.

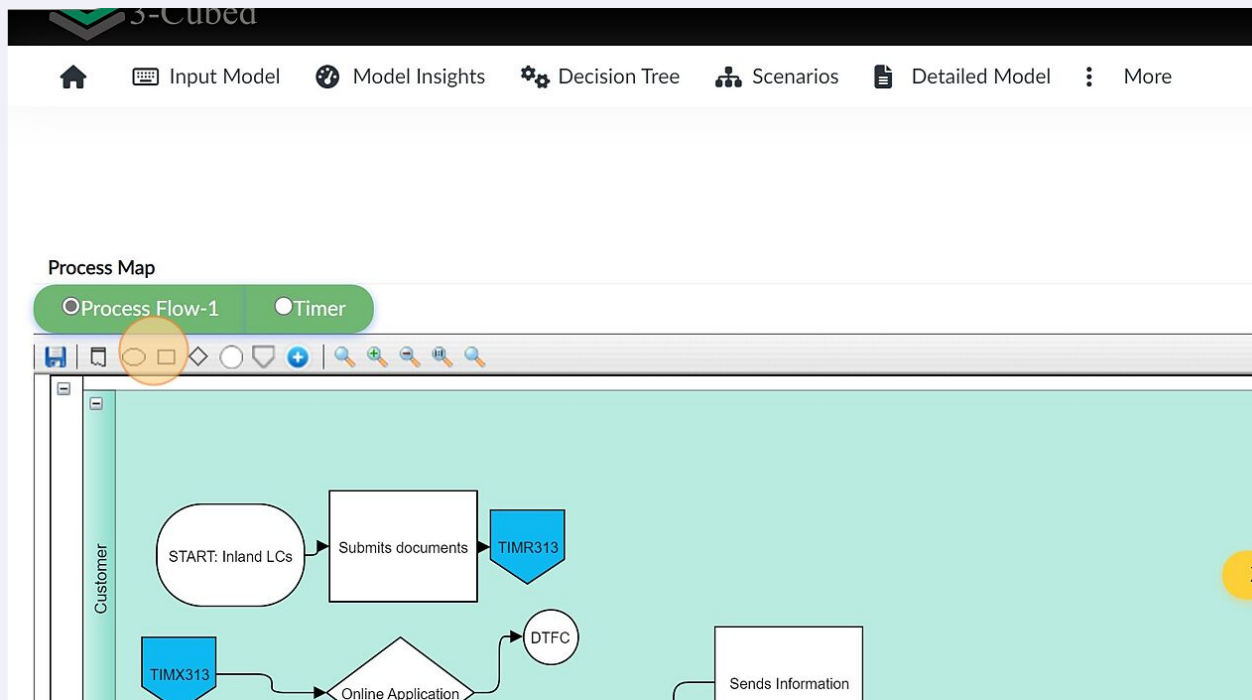
END: Inland LCs	<input type="checkbox"/>
END: Rejected to Branch	<input type="checkbox"/>

Edit Process Map

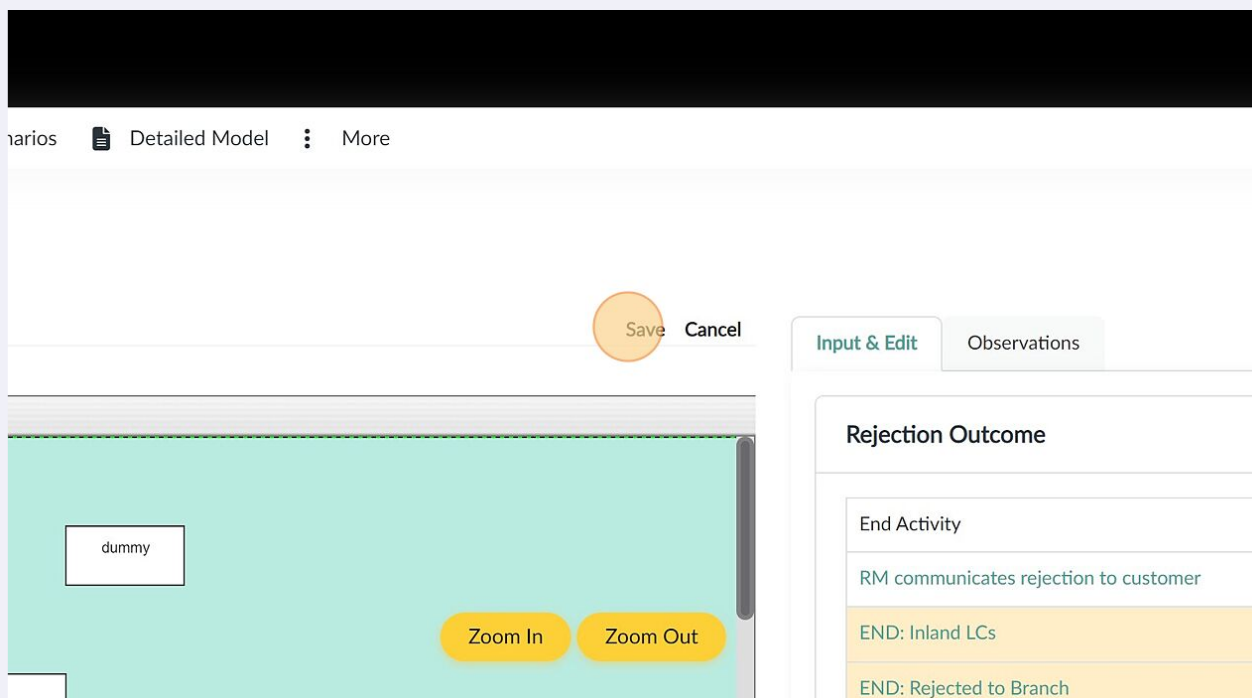
Instructions to Edit Process Map

1. Click on to edit process map
2. Drag and drop shapes to create activity
3. To add Teams drag and drop swimlane
4. Double click on team name to edit
5. Click on activity to edit its name and connections
6. To delete, select the activity and hit delete button

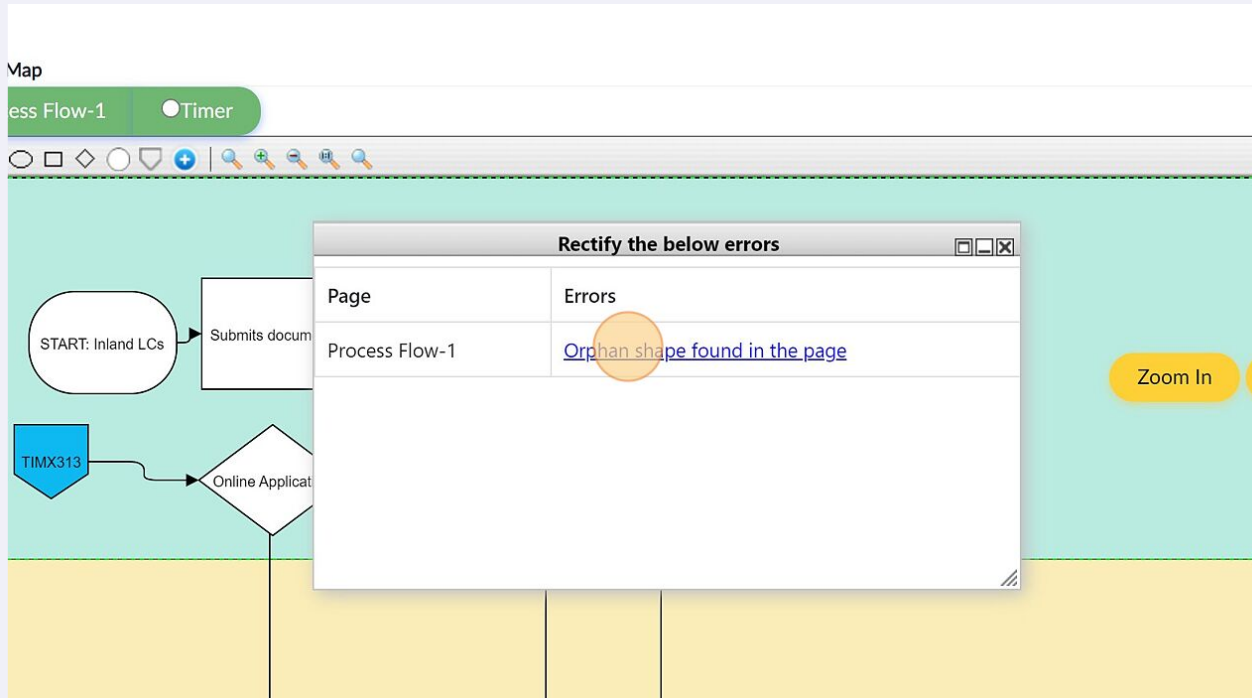
12 Use the tools to make any changes to process map



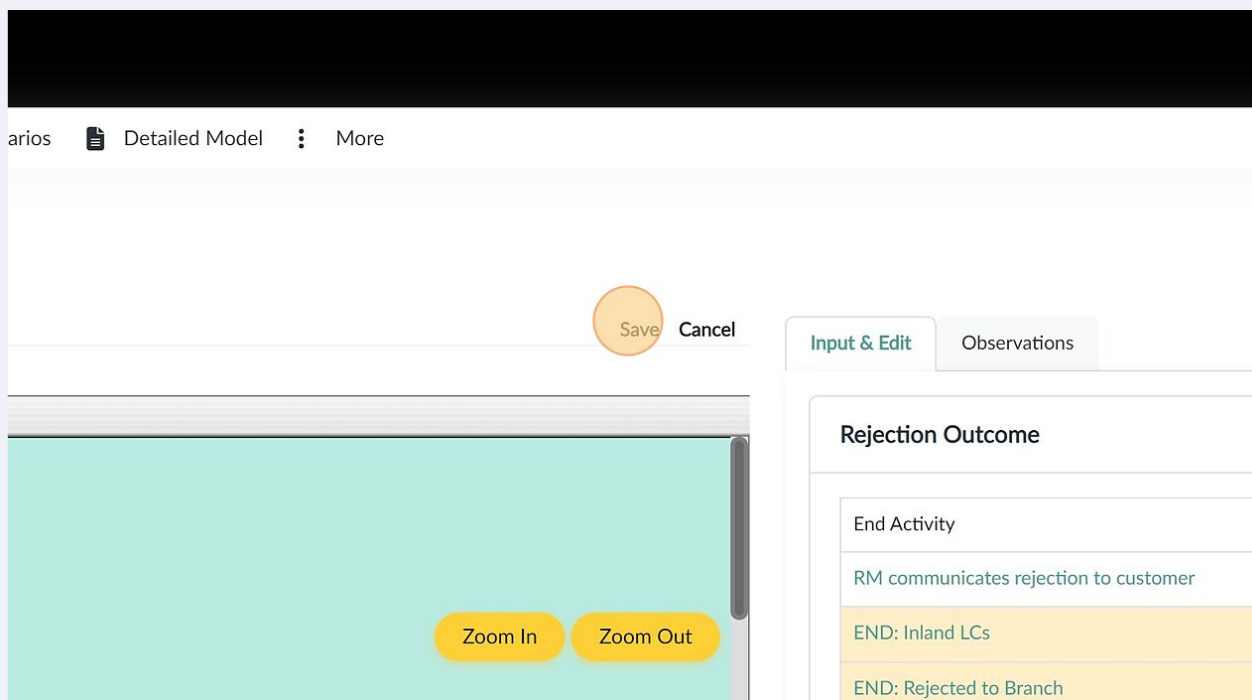
13 Once done, Click "Save"



14 There may be some errors, correct them and save again



15 Click "Save"



16 To mark an End activity as an Undesired Outcome, click on the activity

The screenshot shows a software interface with a 'Previous Next' navigation bar at the top. Below it are 'Zoom In' and 'Zoom Out' buttons. The main content area is divided into two tabs: 'Input & Edit' (active) and 'Observations'. The 'Input & Edit' tab displays a 'Rejection Outcome' configuration panel. This panel contains a table with the following data:

End Activity	Rejection
RM communicates rejection to customer	<input type="checkbox"/>
END: Inland LCs	<input type="checkbox"/>
END: Rejected to Branch	<input type="checkbox"/>

Below the table is an 'Edit Process Map' section with an upward arrow icon and a heading 'Instructions to Edit Process Map'.

17 Click the "Is-Rejection Outcome" field.

The screenshot shows a process map editor with a workflow diagram. The workflow consists of several steps: 'auto attached to work id', 'can view approval in system', 'time of approval recorded', 'Status can be viewed by DTFC compliance', 'TFC puts theWID in branch Hold Queue with', and 'RM communicates rejection to customer'. An 'END' node is connected to the final activity. A configuration dialog box is open over the 'RM communicates rejection to customer' activity. The dialog contains the following information:

- Team- TxB Product approver
- Activity- RM communicates rejection to customer
- Is-Rejection Outcome
- Navigation buttons: a left arrow and a 'Save & Next End' button with a right arrow.

18 Click "Save & Next End", repeat the same for remaining undesired outcome activities

The screenshot shows a process map editor interface. On the left, a process map contains a blue circular activity labeled "RM communicates rejection to customer" with an "END" node above it. A configuration dialog is open over this activity, displaying the following information:

- Team: TxB Product approver
- Activity: RM communicates rejection to customer
- Is-Rejection Outcome:

At the bottom of the dialog are two buttons: a blue "Previous" button and a blue "Save & Next End" button. To the right of the main editor is a sidebar with the following sections:

- END: Inland LCs (highlighted in yellow)
- END: Rejected to Branch (highlighted in green)
- Edit Process Map**
- Instructions to Edit Process Map
- A numbered list of instructions: 1. Click on [edit icon] to edit process map. 2. Drag and drop shapes to create process map. 3. To add Teams drag and drop: [edit icon]. 4. Double click on team name to edit team name. 5. Click on activity to edit its name. 6. To delete, select the activity and click on [delete icon].

19 An alternative way is to toggle on/off the switch next to the activity list on the right side input panel

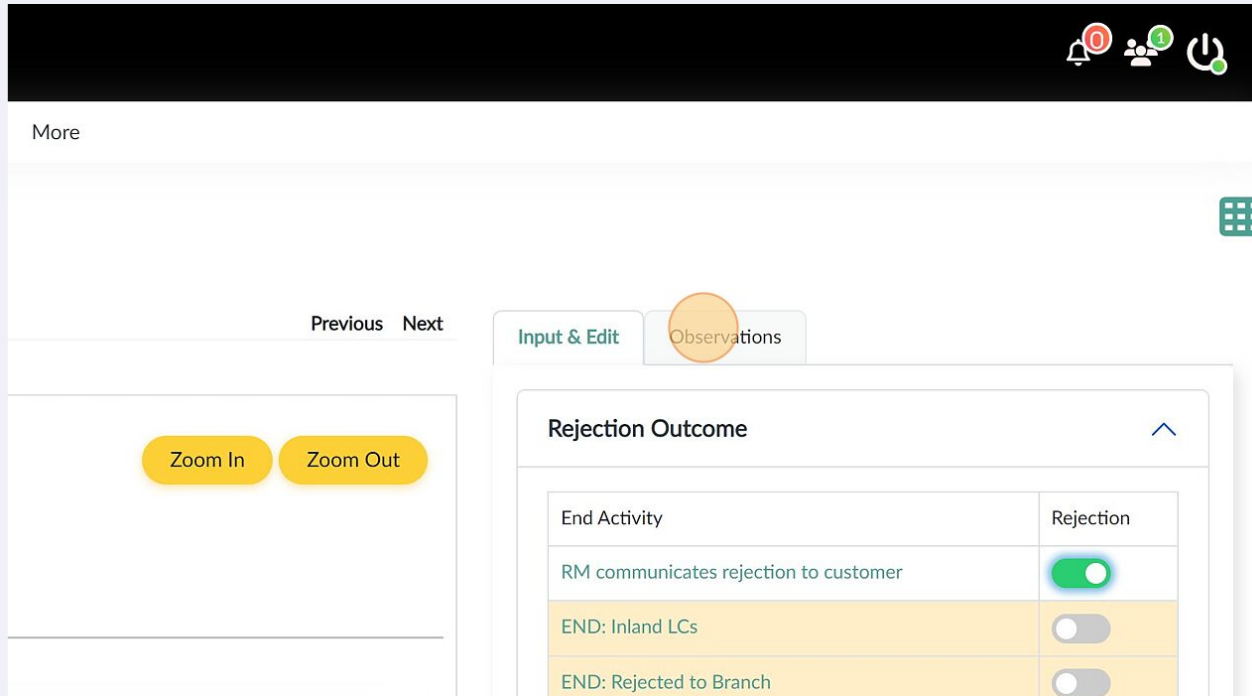
The screenshot shows a process map editor interface. On the left, a process map contains a blue circular activity labeled "RM communicates rejection to customer" with an "END" node above it. A configuration dialog is open over this activity, displaying the following information:

- Team: TxB Product approver
- Activity: RM communicates rejection to customer
- Is-Rejection Outcome:

At the bottom of the dialog are two buttons: a blue "Previous" button and a blue "Save & Next End" button. To the right of the main editor is a sidebar with the following sections:

- END: Inland LCs (highlighted in yellow)
- END: Rejected to Branch (highlighted in green)
- Edit Process Map**
- Instructions to Edit Process Map
- A numbered list of instructions: 1. Click on [edit icon] to edit process map. 2. Drag and drop shapes to create process map. 3. To add Teams drag and drop: [edit icon]. 4. Double click on team name to edit team name. 5. Click on activity to edit its name. 6. To delete, select the activity and click on [delete icon].

20 Click "Observations"



21 Here, you can view all the observations for your process map

